Technical Assistance

Grant Application Information for State Public Transportation Technical Assistance

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GRANT APPLICATION INFORMATION AND INSTRUCTIONS PACKAGE FOR STATE PUBLIC TRANSPORTATION TECHNICAL ASSISTANCE

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State Aid to Public Transportation Technical Assistance Program

- **Procedures for Applying for State Aid to Public Transportation Technical Assistance**

  Forms and instruction for completing the forms to apply for State Aid can be found on the DRPT OLGA website at https://olga.drpt.virginia.gov . Instructions on how to use the OLGA System to submit your application to DRPT can be found at the link above and in the individual application files at the web site above. A brief description of all financial assistance programs administered by DRPT is found in Overview of Financial Assistance for Public Transportation in Virginia Administered by DRPT.

- **Resolution Authorizing the Application**

  In order to ensure that local matching funds will be available to support all grant applications, a resolution from the governing board, council or commission of the grant applicant is required. The resolution must authorize the submission of the grant application and certify that all necessary local matching funds will be provided if the grant application is approved. A single resolution may be used to authorize all grant applications for the fiscal year. A sample resolution is provided in **APPENDIX A**.

- **Eligible Projects**

  Technical assistance grants are offered to transit and TDM/Ridesharing agencies to supplement a recipient's in-house staff resources to solve problems; to address issues or needs in the state's transit industry or specific subgroups of the industry; and to provide specialized training or expertise that transit and TDM/Ridesharing agencies cannot provide with their own staff resources.

  Technical assistance is provided using: staff resources; industry peers; consultants employed by DRPT; and professional services supported in part by financial assistance grants to eligible recipients. Advice is provided to aid transit and TDM/Ridesharing agencies in decision-making in the areas of management, operations, marketing, promotion, capital improvements, economic feasibility and other similar or related activities. Advice in decision-making preliminary to construction, acquisition and design of public transportation facilities, and equipment is also provided.

- **Duration of Projects**

  Technical Assistance projects should be designed to conclude approximately within one year of the award of the grant. Approved projects may begin on the first day of the fiscal year (July 1). Most recipients will need a preparation period to refine the project scope and to prepare for project initiation. It is expected that all Technical Assistance projects will be underway during the fiscal year in which the grant is awarded.

- **Eligible Recipients**

  - ❑ Local governing bodies
  - ❑ Transportation District Commissions
  - ❑ Public service corporations
  - ❑ Planning District Commissions
  - ❑ Human service agencies involved in the coordination of rural public transportation

  Private corporations and ***Transportation Management Associations (TMA's)*** may

participate in projects through contractual arrangements with eligible recipients. Funds may be passed through to the regional and community level in the form of grants or used by DRPT directly.

- **Matching Ratio**

  The Technical Assistance Program provides up to 50% of approved project expenses. A 50% match of project costs must be supplied from local sources. *Please note: All technical assistance project applications are automatically considered by DRPT for federal funding under the FTA Section 5313(b) Program. Subject to the availability of federal funds and recipient and project eligibility, federal funds may be provided to support 80% of project costs. In the event that federal funds are awarded the state share will be 10% with a 10% match required from local sources.*

- **Eligible Expenses**

  Eligible expenses include the cost of preparing technical studies such as the following.

  - ❑ Transit development plans
  - ❑ Strategic plans
  - ❑ Marketing plans and programs
  - ❑ Management and performance evaluations
  - ❑ Transit feasibility studies

  APPENDIX B contains additional information regarding eligible expenses, the use of cash and in-kind contributions as local match, and grant budget line item definitions.

APPENDIX A - Sample Resolution Authorizing the Application for State Aid to Public Transportation

BE IT RESOLVED by the *(GOVERNING BODY OF APPLICANT)* that the *(DESIGNATED OFFICIAL OF THE APPLICANT)* is authorized, for and on behalf of the *(PUBLIC BODY APPLICANT)*, hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of $ _____ to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize *(DESIGNATED OFFICIAL OF THE APPLICANT)* to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The *(GOVERNING BODY OF APPLICANT)* certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of $ _____, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting *(TITLE OF OFFICER)* of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the *(GOVERNING BODY OF APPLICANT)* held on the _____ day of _____, 20 ____.

If applicant has an official seal
(Official Seal goes here)

_____
(Signature of Recording Officer)

_____
(Title of Recording Officer)

_____
(Date)

APPENDIX B - Eligible and Non-eligible Expenses; Cash and In-Kind Contributions Guidelines; and Grant Budget Line Item Definitions

1. ELIGIBLE ADMINISTRATIVE EXPENSES

General Management

- Providing executive assistance and clerical support for general management activities and special projects.
- Establishing policies for the development and operation of the transit system.
- Providing top level management for the transit system to implement the development and operations policies.

Personnel Administration

- Providing supervision and clerical support for personnel activities.
- Maintaining employment history records.
- Recruiting, interviewing, testing, screening and giving medical examinations to prospective employees.
- Administering fringe benefits, medical, welfare, pension, job evaluation, performance evaluation, promotion, and other related programs.
- Conducting orientation programs.
- Providing supervisory and management training.
- Researching labor relations issues.
- Negotiating labor contracts.
- Administering low level grievances.
- Administering a workmen's compensation program.

Other Management and Services

- Professional services related to the development of transit operations plans, strategic plans, transit feasibility studies, and other studies related to the establishment, expansion or improvement of public transportation and/or TDM services.
- Performing general office activities (receptionist, switchboard, etc.).
- Printing and distributing office supplies and forms.
- Processing incoming and outgoing mail.
- Operating library and central file facilities.
- Accounting, grants management, and performing administrative activities related to the collection and management of revenues.
- Advertising, marketing, and promotion expenses.

2. NON-ELIGIBLE EXPENSES

1.) Federal, state, or foreign income taxes.
2.) Fines or other penalties imposed by operation of law or legal process.
3.) Depreciation costs.
4.) Bad debts - any loses arising from uncollectible accounts and other claims and related costs.
5.) Contributions and donations.
6.) Litigation expenses including, but not limited to, attorney fees and costs. Legal expenses for retainer, review of contracts, etc., will be allowed so long as they are considered reasonable by DRPT. Litigation costs in public liability suits against the state or its agencies are unallowable.

7.) Interest and other financial costs **except for debt service, the interest component of lease expenses, and loans previously approved by DRPT.** Interest on borrowing, however, represented, bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection therewith are unallowable.
8.) Entertainment, cost of amusement, social activities and incidental costs relating thereto, including meals, beverages, lodging, rentals, transportation and gratuities.
9.) Non-administrative labor expenses.
10.) Wages and fringe benefits of any labor related operating expenses such as vehicle operators, vehicle and non-vehicle maintenance workers, cleaners, etc.
11.) Labor costs associated with contracted repairs of vehicles and related equipment.

3. CASH AND IN-KIND CONTRIBUTIONS

Cash and In-kind Contributions shall be accepted as part of the grantee matching share when they meet the following criteria:
1.) They are verifiable from the grantee's records as a cost borne by the grantee.
2.) They are not included as contributions for any other state assisted program.
3.) They are necessary and reasonable for proper and efficient accomplishment of project objectives.
4.) They are types of charges allowed under state laws and regulations.
5.) They are not paid for by the state under another assistance agreement unless authorized under the other agreement and the laws and regulations it is subject to.
6.) They are provided for in the approved budget when required by the Department.
7.) They conform to other provisions of this Grant Application Package.

Values for grantee in-kind contributions will be established at the grantee's actual cost. Specific procedures for the grantees in establishing the value of in-kind contributions from third parties (not state and federal sources) are set forth below:

1.) Valuation of donated expendable personal property - Donated, expendable personal property includes such items as expendable equipment and supplies for office laboratory, workshop, or classroom. Values assessed to expendable personal property included in the cost or matching share should be reasonable and should not exceed the fair market value of the property at the time of donation.

2.) Valuation of donated, non-expendable personal property, buildings, land and level or use thereof - The method used for charging matching share for donated non-expendable personal property, buildings, and land may differ depending upon the purpose of the grant as follows:

- If the purpose is to furnish equipment, buildings or land to the grantee or otherwise provide a facility, the total value of the donated property may be claimed as a matching share.

- If the purpose of the grant is to support activities that require use of equipment, buildings or land on a temporary or part-time basis, use charges for equipment and buildings may be made. The full value of equipment or other capital assets and fair rental charges for land may be made, provided the Department has approved the charges. The value of donated property will be determined in accordance with the usual accounting policies of the grantee with the following qualifications.

  a.) Land and buildings - The value of donated land and buildings may not exceed its fair market value, at the time of donation to the grantee as established by an independent appraiser and certified by a responsible official of the grantee.

  b.) Non-expendable personal property - The value of donated, non-expendable, personal property shall not exceed the fair market value of equipment and property of same

age and condition at the time of donation.

c.) Use of space - The value of donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.

d.) Loaned equipment - The value of loaned equipment shall not exceed its fair rental value.

In-kind contributions must be used as match only in the years they are earned. Cash contributions can be carried over from year to year.

The basis for determining the valuation for personal services, materials, equipment, buildings, and land must be documented and retained in the agency's records. Rebates, discounts, and special purchasing incentives, such as "buy one, get one free," cannot be considered in-kind services.

In summary, **In-Kind Contributions can only be used as local match when:**

1.) There is a verifiable cost borne by the local government for the service, and

2.) The service is contributed by the local government to the public transportation program.

Donations of service from the private sector are not eligible as a match for state funds.

4. DEFINITIONS OF GRANT BUDGET LINE ITEMS

This list of budget line items often used in state and federal public transportation grant budgets. A brief description is provided for some of the line items that are not self-explanatory. This is an abbreviated list and is not intended to be exhaustive. If you would like a more detailed list of budget line items, please contact the grant manager.

REVENUES

The revenue codes include all revenues accrued to the benefit of the project due to the activity of the specific designated department or function.

TAXES

Taxes dedicated to transit.

FEDERAL FUNDS

Funds from federal agencies for specific projects agreed to by contract with the grantor.

STATE FUNDS

Funds from state agencies for specific projects agreed to by contract with the grantor.

LOCAL FUNDS

Funds from local entities for specific projects, generally for the purposes of maintaining ratios for administrative, operating, capital or other expenditures by contract.

Local Cash

Funds from local governments in cash.

Local In-Kind

Services or items given the specific project with an assigned equivalent dollar amount, generally for matching purposes.

SERVICE CHARGES

Service charges billed to and paid by the entity receiving the service.

Contract Revenue

Revenue generated by the provision of service with an entity under contract for such services.

Passenger Fares

Amounts charged to customers on a regular basis for service.

Charter Service

Amounts charged to customers for group transportation, which is not covered by a particular contract.

Advertising Service

Amounts charged to customers for space to be made available for advertising purposes.

SALE OF ITEMS

Amounts collected from the sale of various items such as materials, scrap, vehicles, and fixed assets.

CONTRIBUTIONS and DONATIONS

Amounts and in-kind services freely given to a specific project for its operations and not as a result of services rendered.

OTHER REVENUE

Any other revenue received by a specific project, which is not chargeable to another project.

EXPENDITURES

PERSONAL SERVICES

Expenditures for personal services include all compensation to permanent, temporary employees and their corresponding staff benefits.

Salaries and Wages

Fringe Benefits

Education and training (business related)

Other

SUPPLIES AND MATERIALS

Include commodities that are consumed within a relatively short period or the use of which results in a material change in, or an appreciable impairment of their physical condition. It also includes all articles or substances in a natural, prefabricated or manufactured state that are either used for current purposes or processed in the construction or manufacture of articles.

Cleaning Supplies

Educational and First Aid Supplies

Includes classroom supplies for instructional purposes, examination supplies, first aid kits, etc.

Vehicle Supplies and Materials

Tangible maintenance and operating resources for use and preservation of motor vehicles.

Motor Fuels and Materials

Tires and Tubes

Parts

Electric propulsion

Vehicle Signs and Painting Supplies

Office Supplies and Materials

Office supplies and non-capital office furniture and equipment.

Data Processing Supplies

Tools and Machinery

Other

OBLIGATIONS AND SERVICES

All payments for operation and maintenance services rendered by firms or individuals. Examples belonging to this group include travel, communication, utilities, printing, etc.

Travel

Reimbursement of employees when traveling on business for the specific project

or related areas.

Communication Services
The cost of communications, including phones, fax, postage, etc.

Utilities
Heat, lights, power, water and sewer expense for project buildings, other facilities, and equipment.

Printing and Reproduction

Contracted Repairs (buildings, vehicles, equipment, etc.)

Advertising and Promotion Media
Includes advertising and publicity in newspaper, radio, video, magazines and related items.

Data Processing

Management Fee

Other Obligations and Services

FIXED CHARGES AND SERVICES
Includes payments for rentals, insurance, pensions, benefits and other current expense.

Rental of Real Property
Cost of the acquisition of the use of space not owned by the specific project.

Rental of Data Processing Equipment

Rental of Equipment
Cost of use of all equipment not owned by the specific project.

Service and Maintenance Contracts
Cost of contracts, covering specific periods of time for maintenance of owned or otherwise controlled equipment.

Insurance and Bonding
Cost of insurance on property or against specific or general liabilities of the project.

Indirect Costs
Amounts charged to the project for function on account of general and administrative services under a central or departmental indirect cost plan. Indirect cost plans are subject to prior approval by DRPT.

Professional Services
Retainer fees and expenses paid to professionals, not employees of the specific project for their special expertise. Includes accounting, legal, A/E, management and marketing services.

Other Fixed Charges (Dues and subscriptions, taxes and licenses, etc.)

CONTRACTS, GRANTS, SUBSIDIES AND ALLOCATIONS
This category includes all expenditures of monies appropriated by the specific project to any other entity.

Purchased Transportation Services

Charter Services

DEBT SERVICE
Amounts paid for principal, interest and service charges on funded debt owned by the project.

BUDGETARY ACCOUNTING ONLY - Contingency (Capital)

DRPT
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The Smartest Distance Between Two Points